

# COLUMBIA POLICE DEPARTMENT

## Policy and Procedure Manual

### ADMINISTRATIVE COMMUNICATIONS

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**Approved By:** Kenneth Burton Chief of Police  
**CALEA 6<sup>th</sup> Edition Standard:**

## **214 ADMINISTRATIVE COMMUNICATIONS**

### **214.1 PURPOSE AND SCOPE**

Administrative communications of this department are governed by the following policies.

### **214.2 PERSONNEL ORDERS**

Personnel Orders may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring of new personnel, separations, individual and group awards and commendations or other changes in status.

### **214.3 CORRESPONDENCE**

To ensure that the letterhead and name of the Department are not misused, all official external correspondence shall be on department letterhead. All department letterhead shall bear the signature element of the Chief of Police. Official correspondence and use of letterhead requires approval of a supervisor. Department letterhead may not be used for personal purposes.

Internal correspondence should use appropriate memorandum forms. These may be from line employee to employee, supervisor to employee or any combination of employees.

All employees shall use the appropriate format for both the letterhead and memorandum. The format can be located on the intranet under the title Correspondence Formats

### **214.4 SURVEYS**

All surveys made in the name of the Department shall be authorized by the Chief of Police or the authorized designee.

### **214.5 OTHER COMMUNICATIONS**

Special Orders and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee.